



ADMINISTRATIVE CLERK INSIDE SALES

COMPANY DESCRIPTION :

PAD Peripheral Advanced Design Inc. has the enviable position of being the leader in different markets, shining on the international stage with its highly specialized Trademarks: InkSpec (ink management and viscosity control) and Flexomaid (eco-friendly printer cylinder cleaner). Since 1985, PAD has developed reliable and efficient products, allowing us to have an enviable reputation amongst our peers. At PAD, innovation is at the heart of our every success.

With our more than 30 experienced employees working at our head office in St-Bruno-de-Montarville, we provide the highest level of service in our industry. Come join our growing team!

POSITION :

Job Type: Permanent

Start Date: As soon as possible

Salary: According to experience

Location: St-Bruno-de-Montarville

Function: Administrative clerk, internal sales

Please forward your curriculum vitae: joanne.lebeau@inkspec.com **(No calls please)**

SPECIFIC RESPONSIBILITIES :

Our ideal candidate will be a dynamic individual who is driven, career-focused, and enjoys the reward of customer relations, team work, problem-solving, and achieving success. To be considered for this opportunity, applicants must be organized, have initiative and are customer service oriented. Work in close collaboration with the sales directors;

- Establish and maintain excellent relations with our agents, distributors;
- Provide pricing, product availability and schedule information
- Prepare quotations, bids, and estimates for customers within the defined timeframe;
- Follow up with clients following submission of proposals;
- Enter orders in a timely manner and with precision;
- Receive and process customer orders and respond to order inquiries
- Provide order acknowledgments
- Responsible for major order archiving
- Assist with business trip planning documentation
- Participate in weekly production meetings;
- Participate in sales meetings;
- Produce monthly sales reports;
- Maintain and update client database;

- Perform various general office related functions;
- Participate in marketing events such as seminars and trade shows;
- Understand the philosophy and business model of the company;
- Respect internal procedures

QUALIFICATIONS :

- DEC in administration;
- 2 years of experience in customer service;
- Fluently bilingual (excellent English, spoken and written is ESSENTIAL);
- Autonomous, flexible and a team player;
- Ability to manage your time and priorities;
- Excellent knowledge of the Office Suite.

We appreciate all expressed interest in this position, however, only the candidates selected for an interview will be contacted.